



DEPARTMENT OF THE NAVY
NAVAL SUPPLY SYSTEMS COMMAND
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NAVSUPINST 12510.2A
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NAVSUP INSTRUCTION 12510.2A

Subj: DELEGATION OF POSITION CLASSIFICATION AUTHORITY AND
POSITION MANAGEMENT RESPONSIBILITIES CONSISTENT WITH
PAYROLL MANAGEMENT

Ref: (a) SECNAVINST 12510.9 of 26 Aug 1986
(b) Title 5, U.S. Code

1. Purpose. To update Naval Supply Systems Command's (NAVSUPSYSCOM) policy and requirements on position management and to provide delegation of position classification authority to permit line managers to manage civilian resources consistent with allocated budgetary funding levels.

2. Cancellation. NAVSUPINST 12510.2.

3. Discussion. Reference (a) provides Secretary of the Navy's (SECNAV) policy on the delegation of position management, classification and civilian payroll budget authorities. At present, position management responsibility is assigned to specified staff organizations, classification of positions is performed by human resource offices/departments and payroll spending authority is the responsibility of the Comptroller. Reference (a) defines the framework and delegations necessary to provide military and civilian line managers with the authority to establish and classify civilian positions, subject to the civilian payroll resources available to their organizations. These delegated authorities increase line management's responsibility and accountability for managing civilian employment as an element of cost.

4. Policy. Within specified payroll resources, command civilian positions will be classified following reference (b); classification decisions will be made solely on the basis of Office of Personnel Management (OPM) and Deputy Assistant Secretary of the Navy, Civilian Personnel/Equal Employment Opportunity (DASN CP/EEO) published standards and established position classification principles and practices; all positions and organizations will be structured to achieve an optimum balance between mission needs, economy, and efficiency. Managing personnel resources is a tool to be utilized in carrying out NAVSUP's Strategic Plan. It is not to be used as a vehicle to permit wholesale hiring of additional personnel or improper reclassification of positions.

5. Delegation

a. Authority to establish and classify General Schedule positions GS-1 through GS/GM-15 and Federal Wage System positions is delegated to commanding officers, officers in charge and heads of activities reporting directly to the Commander, Naval Supply Systems Command (COMNAVSUPSYSCOM). Position management authority is also delegated to the above operating officials.

b. In exercising the above delegated authority, it is recommended that military and civilian heads of activities redelegate this authority and the associated civilian payroll funding, to the extent feasible, at least one level below the activity head/assistant activity head level. Each activity should determine an appropriate level of delegation based on the current organizational environment. In situations where it is not practicable to redelegate to line managers and supervisors, classification authority may be redelegated to the activity's servicing Human Resources Office.

c. Position classification authority may not be redelegated to line managers without commensurate suballocation of civilian payroll spending authority and the completion of appropriate training.

d. The delegations addressed in this instruction do not absolve those exercising the authorities from adhering to all statutory and regulatory requirements associated with payroll budget execution, position classification, and position management. Position classification actions must be consistent with the criteria contained in position classification standards and job-grading standards issued by OPM and DASN and sound position management practices. It is equally important that uniformity and consistency in grading positions, whether upward or downward, be observed at all times within the NAVSUPSYSCOM.

e. Military and civilian managers/supervisors with the above delegated authorities will be held accountable for compliance with all appropriate statutes and regulations and the efficiency of operations. Their effectiveness in exercising these authorities will be evaluated in annual fitness reports (military) and performance appraisals (civilian).

6. Responsibilities

a. The military or civilian head of the activity is responsible for:

(1) Allocating authorized levels of funding for civilian compensation which are consistent with the controls provided by COMNAVSUPSYSCOM;

(2) Monitoring actual payroll obligations, following existing financial management policy, ensuring compliance with authorized funding levels and taking corrective action as necessary;

(3) Developing and implementing a plan to delegate position management, position classification and payroll budgetary authorities. The plan must minimally contain the following key provisions:

(a) Identification of organizational levels to which these authorities will be delegated and of positions for which classification authority is delegated to line managers and supervisors;

(b) Circumstances under which these delegated authorities may be revoked and a process for revocation;

(c) Verification of accuracy of position description as part of the annual performance appraisal process; and

(d) A process for resolving disagreements over the correctness of classifications and the structure of positions.

(4) Ensuring appropriate position classification standards and position management criteria are equitably and consistently applied throughout the activity.

b. The Human Resources Director is responsible for:

(1) Exercising delegated classification authority over positions designated by the commanding officer;

(2) Providing technical documents and advice on classification, compensation and position management to managers and supervisors as requested;

(3) Providing continuing training for current and new military and civilian managers and supervisors in position classification, position management and compensation management; and

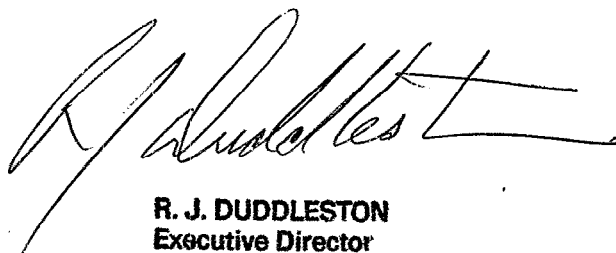
(4) Administering and monitoring the classification and position management programs as may be directed by the activity head.

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7. Program Appraisal. COMNAVSUPSYSCOM will make periodic program appraisals using Command Inspections, Activity Management Reports, and other review methods. These may include individual position reviews, audit reports, statistical reports and records. These reviews will be accomplished to assess the quality of the position classification and position management programs at command field activities. Where deficiencies are found to exist, COMNAVSUPSYSCOM will initiate or direct action to correct the erroneous classification determinations.

8. Revocation of Delegated Authority. Disregard of statutory and regulatory requirements pertinent to position management and position classification will result in a rescission of delegated authority by COMNAVSUPSYSCOM.



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